COUNTY OF LOS ANGELES
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December 6, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

AUTHORIZATION TO USE INFORMATION TECHNOLOGY FUNDS (ITF) TO SUPPORT VARIOUS DEPARTMENTAL INFORMATION TECHNOLOGY PROJECTS
(3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and authorize the use of $1,403,120 from the Information Technology Fund to support the Department of Human Resources' project – *Enterprise eLearning Suite Implementation.*

PURPOSE OF RECOMMENDED ACTION

In their June 13, 2005 meeting, the ITF Executive Committee voted to recommend support of the Enterprise eLearning Suite Implementation project grant award from the Information Technology Fund (ITF). Your Board's approval of the recommended actions will authorize one ITF grant for the amount of $1,403,120 to support this project.

Implementation of Strategic Plan Goals

The Department of Human Resources' is the project sponsor and lead department in the Enterprise eLearning Suite Implementation proposal, which specifically addresses the County's Strategic Plan, Goal 2, Strategy 1 under Workforce Excellence which states, "By December 31, 2006, establish an employee development system that improves the quality of the workforce."

It is also consistent in supporting Goal 3 – Organizational Effectiveness "Ensure that service delivery systems are efficient, effective and goal oriented," and Goal 4 – Fiscal Responsibilities "Strengthen the County's fiscal capacity."

JUSTIFICATION OF RECOMMENDED ACTION

Approval of the ITF funding will enable the County to initiate implementation of a County-wide Learning Management System. The funds will be used as follows:

Item	Amount	Comments
Software License	$ 784,500	Reflects the cost of a County-wide software license for the learning management application. The license will be acquired through the purchase order process.
First Year Maintenance	$ 53,970	Costs for standard software maintenance for the first year. Maintenance will be acquired through the purchase order process.
Implementation Services and Training	$ 304,650	Reflects funding for as needed training and implementation services to assist the County in the roll out of the application. SABA is a qualified Information Technology Services Master Agreement vendor (ITSSMA) and services will be ordered through this process.
Application Hosting	$ 260,000	Reflects funding for hosting the application on the firms' servers.

FUNDING TOTAL: **$ 1,403,120**

Project Background

In May 2003, the Department of Human Resources (DHR) solicited members for a team to develop functional requirements for an enterprise-wide learning management system (LMS). Many departments had begun independent research to acquire their own systems. In addition, the Department of Health Services (DHS) Public Health Program was pursuing the acquisition of a learning management system as part of a grant they had received from the Federal government. Recognizing the potential savings of an enterprise implementation, 12 departments, including Public Health, joined the Countywide effort to establish the Countywide requirements.

In February 2004, the Internal Services Department (ISD) issued an RFP for an enterprise eLearning suite software package based on the County-wide requirements. To meet the Public Health Programs federal grant deadline, a purchase order was issued to THINQ for 5,000 licenses and related services in June 2004.

The eLearning Project Team, with the guidance of the Countywide Steering Committee, then developed a rollout strategy for the remainder of the County. In January 2005, the Steering Committee began new negotiations with THINQ and obtained a lower, more cost-effective agreement for Countywide licenses and services. In May 2005, Saba Software (Saba) acquired THINQ and indicated that their highly rated software, Saba Learning, is the planned survivor product from the merger. Saba has offered to provide Saba Learning as our enterprise solution

and has agreed to honor the discounted pricing, terms and conditions originally agreed to by THINQ.

On June 13, 2005, the ITF Executive Committee voted to recommend Board approval of the Enterprise eLearning Suite implementation. A Board Letter to approve the funding was submitted on August 2, 2005, but was referred back to the Chief Information Office for further review. The Auditor-Controller was asked to review the project procurement process and found that the process complied with standard purchasing practices. Their report included a recommendation to obtain a written statement from Saba detailing their acquisition of THINQ and their assurance that they will honor all previously agreed upon terms and conditions. Saba has provided the County with this written statement.

FISCAL IMPACT/FINANCING

Following approval by your Board, $1,403,120 will be awarded from the ITF to support this project. Future year maintenance costs for this project will be allocated across all County departments. The recommended action is included in the Fiscal Year 2005-06 adopted budget. Subsequent funding for ongoing maintenance will be included in the proposed budget as recommended by the CAO.

There are no other fiscal impacts.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

There are no legal requirements or prohibitions related to these recommended actions.

IMPACT OF CURRENT SERVICES

The Enterprise eLearning Suite Implementation will have the following impact on current operations.

- Replaces the existing manual registration process with online registration and workflow approval, reducing time spent and staff needed to process registrations;
- Allows training professionals to spend less time on administration and more time designing, delivering, and evaluating the effectiveness of training;
- Ensures accurate data is gathered from certification and accreditation processes, avoiding risks of citations and loss of program credibility;
- Eliminates the proliferation of duplicate systems, reducing overall County implementation and ongoing maintenance costs;
- Reduces costs associated with administration by minimizing the learning curve from department to department; and
- Reduces development and delivery costs through the ability to recombine training content.

CONCLUSION

Your Board's approval of the recommended actions will authorize a grant for the use of ITF funds in the amount $1,403,120 to the Department of Human Resources.

Respectfully submitted,

JON W. FULLINWIDER
Chief Information Officer

JWF:JEW
JSL:ygd

c: Violet Varona-Lukens, Executive Officer of the Board of Supervisors
        David E. Janssen, Chief Administrative Officer
        Raymond G. Fortner, County Counsel
        J. Tyler McCauley, Auditor Controller
        Michael J. Henry, Director of Personnel
        Dave Lambertson, Director, Internal Services Department
        Raoul Freeman, Chair, ISC
        David Dijkstra. Chief Administrative Office
        ITF Project

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